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November 4, 2005

****** ADDENDUM #1 ******

SOLICITATION: **JG6021**
DUE DATE: **11/16/05**
TIME: **3:00 P.M.**

DESCRIPTION: **EPM STIP AND PROGRAM MANAGEMENT MODULE**

The following are changes to be added to the specifications/requirements for this proposal:

1.   Questions and Corresponding Answers are attached.

2.   Due date and time remain unchanged.

3.   With purchasing questions contact Jared Gardner at 801-538-3342.

*************************END OF ADDENDUM*********************

To acknowledge receipt of addendum, include a copy of this addendum with the proposal submittal or give written acknowledgment with the proposal. It shall be the responsibility of the respondent to appropriately disseminate this information to all concerned prior to the assigned due date and time.

_____   _____
Name   Company

_____   _____
Signature   Date

Utah!
Where ideas connect

ePM STIP and Program Management Module
RFP JG6021
Responses to Vendor Inquiries

Q1. *What shall the work schedule be for proposed team on the Project. Eight (8) hours/day on working days or On need basis?*
A1. It is anticipated the work under this contract will be performed during business hours, Monday through Friday, eight (8) hours/day. However, from time to time, and depending on project needs and deadlines, additional work may be required.

Q2. *Are the enhancement/modifications to the Program and Project Management modules of ePM to be decided after discussions between selected vendor with UDOT Project Manager or as and when any modifications or changes are requested by UDOT Project Manager? (This will help in developing a fixed work plan?)*
A2. Specifically referring to Para 1) a) under Scope of Work in the RFP, the enhancement/modifications to the Program and Project Management modules of ePM will be decided after discussions between successful offeror and UDOT Project Manager.

Q3. *State Transportation Improvement Plan (STIP) (Substantial completion by July 2006). What is the tentative start date for this phase?*
A3. Tentative start date for the STIP phase is as soon as contract is signed but no later than the beginning of January 2006.

Q4. *Could the Department provide tentative start and end dates for the various modules specified in scope of work? (This will help propose a detailed order and schedule for action plan)*
A4. The STIP phase (as described under 2) Scope of Work) is the priority work under this contract. The FMIS phase of this contract is another major portion of the work. However, since the FMIS phase does not depend on successful completion of the STIP phase, work may begin as soon as UDOT Project Manager deems appropriate, but not to detract from timely completion of the STIP phase. As for the other components listed under the Scope of Work, work may begin as soon as UDOT Project Manager deems appropriate, in consultation with successful offeror.

Q5. *Does the department require only the electronic version of R709 form for ePM to address the diffent [sic] project funding situations or there are other forms as well?*
A5. It is anticipated that there will be one electronic version of the R709 form developed. The new interactive form will need to handle each of the various project funding situations. The primary difference in handling the various funding situations will be how the dollar amounts are calculated.
Currently, form R709 is the only authorized form for Federal Aid Approval, Authorization, and/or Agreement. However, this may change at the discretion of the Federal Highway Administration (FHWA). Other funding requests are handled through the Program Management Module of ePM.

Q6. *Who is the current Vendor working on Program and Project Management modules of ePM for UDOT?*

A6. The Department has used multiple vendors to perform work and enhancements to the ePM System. The current ePM Enhancements project to the Project Management Module is under contract and nearing completion. As stated under the Proposal Evaluation Criteria, points will be awarded based on demonstrated experience developing state transportation programs and project management AND demonstrated experience developing electronic data sharing between two separate systems. No provision is made for additional points based on previous work for UDOT or the ePM System.

Q7. *Under LENGTH OF CONTRACT, UDOT states that "The Contract resulting from this RFP will be for a period of two (2) years."*
Under DETAILED SCOPE OF WORK #7, UDOT states that "Work to be performed is estimated to take one programmer 18 months to complete".
Then, under PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS, UDOT is asking for no less than two (2) and no more than four (4) members to perform the work.
Can UDOT clarify these confusing statements? If there is 18 months worth of work for one person, then are you looking for two people to do the work over a 9 month period? And if you accept four people on the team, will you be expecting this project to last about 4 ½ months?

A7. The Department stipulates the length of the contract for a period of two (2) years to ensure sufficient time is allotted for contract execution. However, it is anticipated the work will not require 24 months to complete.

The RFP states that "at least 60% of the work [will be] assigned to the Team Lead and the remaining 40% divided in any way between the team." Clearly, it is not the intent of this RFP to subdivide the work equally between team members, but to give the Team Lead responsibility for the successful completion of the work. Team Lead is required to provide at least one more member but no more than three and is at liberty to delegate specific tasks to team members according to their strengths and areas of expertise. The statement "Work to be performed is estimated to take one programmer 18 months to complete" suggests project length assuming the work would be carried out exclusively by the Team Lead and is given for illustration purposes.

Q8. *The Synopsis says "...qualified firm to perform and complete work on the ePM STIP and Program Management....". If work is to be completed, who performed the existing work?*

A8. See A6. No work has taken place developing the STIP module yet. The Program Management Module has existed since the deployment of ePM in March 2003. There have been no enhancements done to the Program Development Module since its inception. Enhancing the Program Development module is the primary focus of this project. There will be some interaction with the Project Management module during this project.

Q9. *What version of Windows is running on the DB Host server?*

A9. The Oracle database host server is running on Redhat Linux version 3.

Q10. *Are any database upgrades or changes envisioned in the IT plans for UDOT?*
A10. UDOT ISS plans to upgrade to the Oracle 10g database in the spring of 2006.

Q11. *What is the approval cycle for the Draft/Approved STIP? Annual, Quarterly, etc?*
A11. The approval cycle of the Draft STIP is annually. The approval cycle for the Approved STIP is also annually, but there are amendments made to it monthly.

Q12. *Please clarify/define the interactions between the two Utah applications –ePM and STIP- and the Federal FMIS system?*
A12. As stated in the RFP document, under Background "Most of the project data collected in FMIS originates in State systems. To ensure that correct, up-to-date information is received and processed by FHWA and to prevent data being re-keyed, States can electronically send FMIS project data to FHWA or key data directly into FMIS. This process is called Electronic Data Sharing (EDS). Once in the FMIS database, States and FHWA divisions can review, update and electronically sign for the authorizations and modifications of project data. States that have received FHWA approval can also transmit the signature electronically. Data that has been processed and approved in FMIS can also be electronically returned to the State."

Since many States have their own internal databases which contain some (if not all) data that is needed for FMIS, EDS establishes the framework for electronically sharing this data. States will develop a FMIS EDS Project file in a prescribed format and electronically transmit that data to FHWA. The electronically transmitted data, which contains different record types depending on the data elements the State transmits, consists of records in TEXT format. The number of records transmitted will depend on how many projects and which data elements the State is attempting to update. This data will be edited (prior to acceptance into the FMIS Database), to ensure validity. Data that has been successfully transmitted and passed all edits will be stored in the FMIS database. *This data may be placed in a 'pending' status waiting signature or applied to the current project.* Once the division signs a project, it becomes the 'current' project and the 'pending' project no longer exists. All prior 'Current' projects are maintained in the database and can be viewed by date.

Direct Keying: States may key data directly into the FHWA system. This data will be edited and placed in a 'pending' status until all State and division signatures are applied. A State user's manual will be sent to any State that plans to key data directly into FMIS.

Returned Data: Upon request, a State may receive a project file back from FMIS that contains the daily transactions that have been approved by the FHWA division.

Steps to electronically transmitting FMIS Data:

- The FHWA Division Office will arrange for the technical representatives of the State and FHWA HQ to discuss the best approach for using EDS

- The State will develop the FMIS EDS Project File

- The State and FHWA will test to make sure that the necessary communications links and processes are in place in a test environment.

- Once the test is completed successfully, the State will submit a request to send files to the production environment and the EDS process will be put into production.

Q13. *Para 1) a) ii) of the Detailed Scope of Work states "Perform business and data analysis to determine database structure". This suggests a new or revised database structure, yet a database already exists supported existing work. Please clarify the requirement:*

    Q13a. *Will the vendor "recreate" or modify/correct existing schema?*
    A13a. Yes, Vendor will edit/modify the database in Development and prepare a script for UDOT database administrator to run in the Production environment to modify the schema.

    Q13b. *What version of Oracle Spatial is in use?*
    A13b. Oracle 10g version available in the 10g database.

    Q13c. *Does UDOT currently hold licenses for all the anticipated Oracle Tools?*
    A13c. Yes. If additional licenses are required they can be obtained through UDOT ISS.

Q14. *Para 2) b) ii) of the Detailed Scope of Work states "Create or modify existing forms and reports". Will the reports typically be canned reports or will some degree of user control be expected via parameter forms?*
A14. The reports are "canned" in the sense that they are part of the application and can be used repeated times. However, most of these reports require some degree of user control via parameter forms.

Q15. *Referencing Para 4) a) of the Detailed Scope of Work*
    Q15a. *What interface(s) exist currently?*
    A15a. No interface(s) exist between UDOT systems and FMIS at this time.

    Q15b. *What protocols are available for data exchange with the FMIS system? OLTP? Batch transfer?*
    A15b. See A12.   Vendor will be required to work with FHWA and UDOT ISS to determine best approach.

Q16. *Para 7) of the Detailed Scope of Work states, "Work to be performed is estimated to take one programmer 18 months to complete." Proposal Requirement and Company Qualifications state, "...qualified team, comprised of no less than two (2) and no more than four (4) members..." Please clarify.*
A16. See A7

Q17. *For team members who are not located on site, will remote connectivity be available for development?*
A17. Para 7) of the Detailed Scope of Work states "Successful offeror should be prepared to work on site." No connectivity to the database server is available for development purposes outside the UDOT firewall.